



SIBIYA MARIYAM

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📍 KHAWANEEJ, DUBAI, UAE

📄 UAE DRIVING LICENCE SINCE 2008

SKILLS

- Active Listening skill.
- Team Work
- Communication skill
- Time Management

LANGUAGES

English

Hindi

Malayalam

Arabic-Read,Write

EDUCATION

- Hospital Administration - TUVSUD, ISSD 2022-2023
- BCOM - Calicut University 2007-2009
- Higher Secondary - NIMS, DUBAI 2007

Visa Status - Husband Sponsorship

ABOUT ME

Highly enthusiastic, self motivated, responsible and hardworking person seeking a responsible career opportunity to fully utilize my skills and knowledge, while making a significant contribution to the success of the company. Graduated with an International certificate in Hospital Administration.

EXPERIENCE

Office Administrator 2020-2021
FURUSIYYA EQUESTRIAN CLUB, KHAWANEEJ

Coordinating Office activities and supervising staff and dividing responsibilities to ensure performance.
Manage phone calls and correspondence.

Collection Agent 2011-2013
DU TELECOM, OUTSOURCE ZONE

Contacting debtors by telephone to enact and negotiate debt recovery.
Keeping hard copy and records of all communications, settlements, payment plans agreed to and amount paid.

Cheque Collection 2009-2011
STANDARD CHARTERED BANK

Responsible for the acceptance of payments and ensuring the amount is collected.
Verifying the amount written on cheques.

Data entry Operator 2009
EVENTO ADVERTISING COMPANY

Maintain database by entering new and updated customer and account information. Verifying the details entered are accurate.

Receptionist 2008
SRUTI MUSIC INSTITUTE

Answering phone calls, emails and welcoming visitors and providing technical support to staffs, students and parents.
Arranging day to day classes and transportation for students and performing clerical duties and updating records.

DECLARATION

I hereby declare that above mentioned information is true to the best.